

MADERA COUNTY
COMMUNITY ACTION DIRECTOR

DEFINITION

Under general administrative direction to plan, direct, manage, and oversee the functions, operations, and programs of the Community Action Department; to serve as executive officer for the governing board and other administrative boards of the Community Action Agency; to be responsible for the administration and implementation of Community Action services and programs; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Community Action Department; serves as executive officer for the governing board and other administrative boards of the Community Action Agency; coordinates the activities of the Community Action Board with the County Board of Supervisors; selects, directs, supervises, trains, and evaluates assigned staff; develops and maintains working relationships with representatives of other government agencies, representatives of private social service agencies, and community leaders; develops and submits proposals for funding of community action programs; prepares reports of program expenditures, services, and accomplishments; implements approved programs and makes necessary changes in program procedures and operations; attends appropriate meetings of the governing and administering boards; oversees and participates in the development and implementation of Community Action Department goals, objectives, policies, and priorities; reports to the Board regarding organizational objectives, financial status, and other issues of concern; coordinates efforts with appropriate Federal, State, and local agencies; seeks and promotes community support; represents the Community Action Department to the public, community organizations, and other government agencies; establishes and implements a quality review system to ensure the effective and efficient operation of programs.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of a community action program.
Principles and techniques of management and program administration.

Knowledge of:

Development of community action and service programs.
Pertinent Federal, State, and local laws, codes, and regulations including those regarding the operation of community action and service programs.
Community outreach programs.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Community Action Department.
Supervise, train, and evaluate the work of assigned staff.
Effectively carry out and represent the policies established by the Community Action Board.
Oversee the development and evaluation of funding levels for program providers.
Serve as a major resource for solving problems regarding Community Action Department programs.
Perform complex research and prepare comprehensive reports.
Prepare and deliver effective oral presentations.
Effectively represent the community action programs and services with other government organizations, community groups, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional experience in the development of community action programs and services including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to travel to different sites and locations.

Effective Date: May, 1995